



PS 8.9 QUICK REFERENCE GUIDE

SETTING USER PREFERENCES

SELF SERVICE > STUDENT CENTER – USER PREFERENCES

This document will provide simple instructions for setting User Preferences via the SIS.

1. **Login to SIS**
2. Navigate to **Self Service > Student Center – User Preferences** under the **Personal Information** Heading.
3. Using this feature, you may set your preferences for college, term, academic career and financial aid year so that you will not have to enter this information each time it is requested.
4. **Note:** To view your **financial aid** and **tuition account information** for TNCC, you must set your Institution field in User Preferences to **Thomas Nelson Community College**.
5. In the **Academic Career** field select **Credit** or **CEU**.
6. In the **Term** field enter the four-digit semester term code (i.e. 2072 for spring 2007) or click on the **lookup button** to search the term list for your selection. When the search panel opens, click on **Lookup** for the list to appear.
7. In the **Aid Year** field enter the four-digit year (i.e. 2006) or use the **lookup button** to search the **aid year** list for your selection.
8. **Note:** Users are not required to select a preference for all categories; you may select just Institution and Academic Career or any combination of items you choose.
9. Click on **Save**.
10. Click on **OK** at the **User Preferences Save Confirmation** screen.